St. Louis County 2012 CoC Application tentative time line – November 30, 2012

Date	Activity
November 9, 2012 NOFA & Time line e-mailed & on SLC website	HUD NOFA Application Release
November 28, 2012 – 12:30-2:00 (**Leadership council**)	✓ HUD timeline/priority overview ✓ Analyze Annual Progress Report data ✓ Protocol & criteria process development
November 30, 2012 1:00-3:00 **St. Louis County CoC** – ITV Duluth - GSC 504/506 Virginia – GSC NOB2R	✓ SLC CoC Timeline ✓ 2012 priority overview ✓ Ranking Criteria shared
December 5, 2012 9:00-12:00 **St. Louis County CoC** – GSC – 504/506	✓ Project Applicant (State) Training (Previously Exhibit 2's)
December 7, 2012 **St. Louis County CoC Project Applicants** Send electronically to CoC Coordinator by 12:00 pm	**STATE TEAM REVIEW NEW PROJECT & Best** *DRAFTS* **for PROJECT APPLICATIONS –** December 7th-11th State – comments electronically sent to CoC Coordinator by December 11, 2012 by 12:00 pm
December 11, 2012 State team comments for Project Applicants to St. Louis County CoC by 12:00 pm (electronically)	State team feedback for Project Applicants sent to St. Louis County CoC after 4:00 pm (electronically)
December 14, 2012 **St. Louis County CoC** – by **4:00 p.m.** (electronically) E-mail time stamp will be kept on file	**IN ORDER TO BE CONSIDERED FOR THE 2012 HUD COMPETITION THE FOLLOWING MUST BE SUBMITTED ELECTRONICALLY TO THE ST. LOUIS COUNTY COC COODINATOR:** 1. **FINAL PROJECT APPLICATIONS (NEW & RENEWAL)** 2. **Match letter** 3. **Copy of recent Audit (past 12 months)**
December 19, 2012 time/location TBD (**Leadership Council – Data sub-committee**)	✓ Final ranking recommendation
December 20, 2012 11:00-2:00 (**Leadership Council**)	✓ Ranking totals for SLC CoC (ranking tool) ✓ Rank HUD Priority/ Subjective criteria
December 21, 2012 1:00 – 3:00 (**St. Louis County CoC**) – Cotton Town hall	✓ Strategic Planning for CoC Application (Previous Exhibit 1)
January 3, 2013 E-mailed AHC/RHC/LC/CoC & posted on SLC website	✓ St. Louis County CoC notified final ranking 1. Priority listing 2. Rejected projects
January 7-11, 2013 – State (Ji Young & Vicki) 1. CoC Application draft 2. Project Applications draft	**STATE TEAM REVIEW St. Louis County CoC APPLICATION DRAFT –** January 7th State TA -Due to St. Louis County by January 11th at 12:00
January 15-16	✓ St. Louis county review team

1. CoC Application 2. Project Applications draft	
January 17th	**FINAL ST. LOUIS COUNTY APPLICATION COMPLETED & SUBMITTED INTO E-SNAPS**

2012 HUD CoC Competition process:

As indicated in the Continuum of Care (CoC) Interim Regulations and the 2012 Notice of Funding Availability (NOFA) one of the primary responsibilities of the CoC is to develop a review process for selection and ranking criteria for prioritizing renewal and new projects for CoC funding. The single most important factor is that all projects requesting funding should address priority gaps and needs within the communities identified priorities. The solicitation and selection of projects within the CoC should be conducted in an open, fair and impartial manner. The 2012 competition is different than in the past – money is tighter – only high ranking CoC applications will have all their projects funded, renewal funding is not guaranteed as it was in previous years and renewal projects must be ranked.

In the Exhibit 1, the process for selecting, rating and ranking of all projects must be described. The NOFA detailed instructions state that a community should have a mechanism for ranking and selecting projects that demonstrate decisions were based on pre-established selection criteria that were logical and fair. The detailed instructions include several different criteria to consider. Communities should emphasize and rank projects based on the project's ability to articulate achievable outcome measures against which the project can be evaluated in future years. This is especially important as projects come up for renewal funding and communities must assess performance. Communities should also ensure a fair and efficient process. This could include forming a selection committee, using an existing subcommittee of the CoC, or using staff from lead agencies. Part of recruiting new projects should include outreach to agencies that do not currently receive funding from HUD. The review process must be described in the Exhibit 1.

On November 28, St. Louis County Leadership Council members (Rick Wolff, Deb Wagner, Al Lian, Monica Roth Day, Virgil Sohm, Ji Young Choi, Fred Lund, Edie Carr) met to determine what criteria could be used to evaluate new and renewal projects. Working from a tool that collected criteria from the Annual Progress Report, the criteria that HUD suggested in the CoC Interim Regulations, 2012 NOFA and the detailed instructions from the NOFA, it was decided by the Leadership Council to have a multi-step process.

If a project meets the Threshold Criteria, the next step is General Evaluation & Ranking. A mechanism for evaluation project performance was also completed. Data points for each criterion are accessible through HMIS, the APR and the local HUD office. This process was presented at the monthly St. Louis County Leadership Council meeting on November 28, 2012. A motion was passed to approve the 2012 HUD competition process outlined above.

Next steps include: the

1. Data subcommittee members of the Leadership Council (Al Lian, Monica Roth Day, Deb Wagner, Fred Lund), along with the Minnesota Interagency Council on homeless, City of Duluth and St. Louis County will staff meet to review and rank all of the projects who submit their applications and send the final ranking out to the CoC by January 3, 2013.
2. All sub-committee members are impartial and adhere to the Conflict of Interest policy as outlined in the St. Louis County Leadership Council bylaws.
3. The Data subcommittee meets to review and rank all projects new and renewal using Threshold criteria, Project Evaluation and Ranking.
4. All voting must be done by January 3 as all project applications must receive notice, via e-mail and posting on the St. Louis County Housing & Homeless website, whether or not their project was accepted 15 days before the application deadline of January 18, 2013.

St. Louis County CoC Coordinator contact information:

Laura DeRosier – derosierl@stlouiscountymn.gov (218)725-5236

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